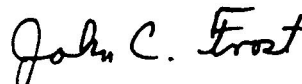


MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Redstone Arsenal (RSA) Master Accident Prevention Plan (MAPP) CY 97

1. The enclosed MAPP was prepared to provide managers and supervisors with safety management information on specific topics to use for planning internal safety meetings. In addition to the MAPP, a comprehensive package addressing these topics is being provided separately to organizational safety representatives. Organizations can tailor, change or adapt the suggested topics to meet the specific goals and requirements of their internal safety programs.
2. In addition to the MAPP, the following suggestions are offered to managers and supervisors to assist in establishing their internal safety programs:
 - a. Implement an internal accident prevention program to carry out the policies and objectives of the Installation Safety Program throughout all organizational levels.
 - b. Establish an internal safety inspection program to assist in the identification and correction of hazardous conditions and unsafe work practices.
 - c. Develop SOPs, including formal concurrence by all appropriate organizations, for all potentially hazardous operations.
 - d. Ensure regular safety training and education are conducted.
 - e. Provide pre-holiday and long weekend safety briefings for all personnel.
 - f. Distribute safety promotional materials provided by the MICOM Safety Office.
3. If you need additional information or materials, please contact your MICOM Safety Office representative.

Encl


JOHN C. FROST
Chief, Safety Office

DISTRIBUTION
C-1 (less SSDC)

VIEW MAPP

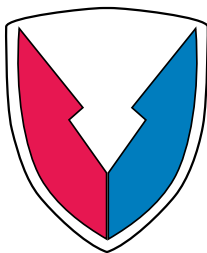


Provided as a service by
The MICOM Safety Office

Redstone Arsenal

Master Accident Prevention Plan

CY97



RISK MANAGEMENT PROGRAM	HAZARD CONTROL & PREVENTION	OFF-DUTY SAFETY
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First Quarter

JANUARY NEW YEAR'S DAY MARTIN LUTHER KING BIRTHDAY	Risk Management (RM) Process. RM is the preferred process of identifying and controlling hazards in today's Army. RM is a tool that provides leaders a systematic response to unexpected challenges. The five basic RM steps represent a logical thought process from which users can develop tools, techniques and procedures for applying risk management to any situation and environment.	Safety Matters - Even in an Office. People working in hazardous locations usually learn safety as part of their job, but even an office can be a dangerous place if you're not aware of safety hazards. Falls are the most common type of office injury, yet almost all falls can be prevented by using common safety sense and learning to recognize and correct typical fall hazards in the office environment.	Ladder Safety. If you want to change a light bulb, you probably know to use a step ladder instead of a chair, a table or pile of boxes. If you want to reach something really high, such as your roof, then you need an extension or straight ladder. Like all safety practices, using the right ladder and making sure it's in good condition may take a little extra time. But your safety is worth the time.
FEBRUARY PRESIDENT'S DAY	RM Terminology. RM helps protect resources. RM applies not only to safety but to all Army operations, processes, and activities. Since 1987, when RM was introduced to the Army, there has been an evolution in terminology. Ensuring all personnel understand RM terminology will help personnel internalize the RM process and integrate it into everything we do.	Ergonomics. The most common ergonomic injuries include: carpal tunnel syndrome, back injuries (including chronic back pain), tendinitis, neck strain, and eye strain. There are two main ways to prevent ergonomic injuries and to lessen their impact if they strike. One way is to correctly use your equipment and tools. The second way is to modify your work habits to avoid undesirable motions, improve your posture, learn to adjust chairs, keyboard, lighting and other controllable factors for maximum comfort.	Slips, Trips and Falls. Falls at home are a leading cause of accidental death in the U. S. Particularly at risk are the elderly, young children and toddlers. Preventing slips, trips and falls can be as simple as wiping up a spill, using a handrail on stairs, or making sure that there are no wires or electrical cords on the floor where they can trip someone. Know the preventive measure to take in each room of your home to eliminate this type of injury.
MARCH	Five Steps. There are five steps considered as basic in RM. These steps are: Identify the hazard(s) and consider all aspects of current and future situations. Assess the hazards to determine the risk and assess the impact based on probability and severity. Develop controls that will eliminate the hazard or reduce its risk. Implement the controls and make risk decisions. Finally, supervise and evaluate.	Chemical Exposure. Many of the chemicals you use at home are also found at the office. Your workplace may have an assortment of chemicals peculiar to the type of work you do. Three factors must be considered to determine the potential toxicity of any chemical exposure, amount, frequency and the duration of exposure. It is important to know the risks you face with each chemical you use. To protect yourself, always refer to the material safety data sheet for a chemical.	Painting Pointers. We don't usually think of paint as a hazardous chemical. Millions of people use paint in all sorts of situations without wearing any special protective gear and they don't become ill from it. Or do they? Proper painting techniques, protective clothing, using a respirator (when required), and proper cleanup and storage of paint are all a part of knowing about the hazards of painting and can help you understand why it makes sense to take protective action.

Second Quarter

APRIL	RM Rules. The 5 step process for RM is governed by four rules. These four rules are at the core of the risk-management philosophy. These are: Integrate RM into planning as the basis for decision making. Accept no unnecessary risk. Make risk decisions at the proper level. Accept risk when the benefits outweigh the costs.	Slips, Trips & Falls Prevention. Falls are the most common office injuries. These injuries are probably the most preventable of office emergencies. Have you ever cleaned up a coffee spill (for someone else), picked up a paper clip or pen, or reported a potential slip, trip, or fall hazard. Remember, you can't count on someone else to report or correct a problem. When it comes to preventing falls, you can help lower the statistics - at least in your office.	Do-It-Yourself Safety. Many do-it-yourself projects can improve the safety of your home. Practice the safety basics: Protect your eyes with safety glasses or goggles. Use the proper type of hand tool for the type of work being performed. Follow the manufacturers instructions for the proper use of power tools. Avoid wearing loose clothing and keep long hair and beards tied back, especially if using power tools. Some jobs require professional expertise - so get help when needed.
MAY MEMORIAL DAY	Hazard Identification. The first step in managing risks is to recognize the hazards associated with a planned operation. Hazards are any conditions with the potential to cause damage, injury, or lessen your ability to perform your mission. All hazards should be identified before starting a new task. Efforts to identify workplace hazards use three basic methods: history-based, engineering-based and standards based.	Back Injury Prevention. Prepare before you lift. Before you lift anything, determine if the object is really too heavy or awkward to lift alone. Make sure the object has something secure to hold it by (handles, holes, etc.). Plan the safest route for carrying the object and have a clean location to set it down. Make sure you'll be able to see over it when you lift it. Have a step stool or a ladder ready if it needs to be placed on a surface above your shoulders. Bend your knees. Avoid twisting.	The Great Outdoors. When you use your safety sense to enjoy the great outdoors, you'll be able to relax and enjoy yourself. Some safety tips for the great outdoors: Always bring along a first aid kit. Make certain your vehicle is in proper operating condition. Water sports require some degree of training and practice before you can engage in them safely. Swimming is no protection from sunburn, so apply sunscreen lotion with a skin protection factor (SPF) of 15 or higher.
JUNE	Hazard Assessment. The second step is to assess the hazards to determine their cumulative effect on the planned activity. Each hazard is analyzed to determine the probability of its causing a problem and the severity of the consequences should the problem occur. A risk assessment matrix is used to evaluate the loss potential for identified hazards and ensure the correction of the most critical hazards first.	Good Housekeeping. Good housekeeping makes a difference - not the kind you do at home, but right here on the job. Good housekeeping makes a difference in your safety, how much work you get done and whether or not the job gets done on schedule. Poor housekeeping can be a fire hazard. Do some preventive maintenance and correct housekeeping problems. Your work area will be neater and better organized, and you may prevent a serious injury.	Boating Basics - Safety on the water. Water sports are popular and require both training and strong swimming skills. Entering the water without knowing how to swim can be fatal. When participating in boating activities, always wear a properly fitting, U. S. Coast Guard-approved, personal flotation device (PFD). Be aware that alcohol can compromise your balance, coordination, clear thinking, willingness to take risks, survival reflexes and underwater orientation.

Third Quarter

JULY INDEPENDENCE DAY	RM Decision. Step three is to make a risk decision. Leaders must weight the risk against the benefits of performing an operation. Unnecessary risk can endanger mission accomplishment and subject employees to needless risk of accidents and injuries. Considerations are given to realism, time, money, or other resources. Risk decisions are made at a level that corresponds to the degree of risk.	Falling Down on the Job. Falls cause one of every five work-related injuries. About half of these falls are from a higher to a lower level. The rest of the falls occur on level ground. To prevent falls, you must learn to recognize fall hazards and take steps to prevent them. Make sure that you have the right ladder for the job. Standing on top of a desk or chair may be tempting, these makeshift ladders are never right for the job. You may find yourself making unsafe movements, which can result in a fall.	Keeping Your Cool (Even During a Heat Wave). On very hot or humid days, the body has to work especially hard to cool off, especially during heavy exercise. This extra stress on the body can cause heat cramps, heat exhaustion or heatstroke. It's important to know the differences, because heat exhaustion and heat cramps are usually temporary disorders but heatstroke is a medical emergency. Drink plenty of fluids (except alcohol) and avoid strenuous exercise on very hot days.
AUGUST BACK TO SCHOOL	Implement Controls. Step four is to implement the controls established as a result of the steps one through three. Controls are the actions taken to eliminate hazards and/or reduce risk. Included in this step are leader actions to reduce or eliminate hazards. Controls may be as substantial as developing a an standing operating procedure or as simple as conducting a safety meeting.	Defensive Driving. The National Safety Council defines defensive driving as "driving to save lives, time and money in spite of the conditions around you and the actions of others." Defensive driving techniques are simple and easily learned. They stress knowledge, foresight, alertness, judgment and skill. Defensive drivers exhibit patience, cooperation and courtesy on the road. Isn't it worth your time to give defensive driving a try?	A Child's-Eye View of Traffic - They Don't See Things Like We do. Drive defensively and watch out for the mistakes that children make. Children have one-third less peripheral vision than adults. They can't see approaching vehicles out of the corners of their eyes. They are unable to judge such things as distance, the speed of vehicles or gaps in traffic. Children are not small adults and they're unable to make logical life-saving decisions.
SEPTEMBER LABOR DAY	Supervise and Evaluate. The fifth step is supervision and evaluation. Supervision goes beyond ensuring that people do what is expected of them. It includes following up during and after an action to ensure that all went according to plan, reevaluating the plan or making adjustments to unexpected issues. Any accident prevention program must include all five steps to be a total program and function to its full potential.	Tool Tips. Hand and portable tools may be a familiar part of your everyday life. It's easy to forget that they can be dangerous if used improperly. When used incorrectly, you risk damaging the tool, the material you are working on, yourself and anyone near you. Follow tool safety rules for use, storage, and maintenance. Use required protective clothing and equipment. Hand and power tools are designed to work for you and make your job easier.	Checklist for Vehicle Safety. There are four basic safety checks for your vehicle: daily, weekly, monthly, and seasonal. These common-sense reminders not only help you drive with more confidence, but also extend the life of your vehicle. In the fall, be prepared for climate changes by doing the following: tires - align wheels and replace tires, if necessary; test the battery charge and fluid level; replace worn wiper blades; and make certain the heater and defroster work properly.

Fourth Quarter

OCTOBER COLUMBUS DAY HALLOWEEN	Risk Management Assessment. RM is the process of making operations safer without compromising the mission. Experience shows that mission-stopping accidents occur when personnel are unfamiliar with potential hazards and required corrective actions or when directed corrective actions are ignored. RM must be considered before, during and after the mission.	Workplace Fire Safety. Be on the lookout for workplace fire hazards. Know the proper maintenance and use of electrical equipment. Keep gasoline, alcohol and other flammables in approved storage containers away from heat sources. Good housekeeping practices reduce the risk of fire in your workplace. Make sure aisles, exits, stairs and passageways are not used for storage, and are free of trash or other materials that could block your exit. Know the location of fire alarms and extinguishers.	Is Your Home Fire Safe? Safely store flammables and materials that could be used to start fires. Have your furnace and chimney checked and, if needed, cleaned annually. Don't overload electrical outlets or power strips past the power capacity of each circuit. Check the pressure gauge on your fire extinguisher once a month to make sure it is fully charged. Remember, an extinguisher is never a substitute for calling the fire department, even if you think the fire is out.
NOVEMBER VETERAN'S DAY THANKSGIVING	Causes Of Accidents. The root cause of accidents is a combination of errors, materiel failures/malfunctions and environmental conditions that can be attributed to defects directly related to the standards designed to control the work process. The same defects that cause accidents can create other failures that can prevent the accomplishment of your mission.	Accident Prevention. The nature of accidents is that they can happen anywhere at any time. Use protective clothing and equipment when required by the operation being performed. Review material safety data sheets when working with hazardous chemicals. Know what the safety procedures are for the job. You can learn to protect yourself against accidental injury and disability by being alert to the hazards you face each day.	Hunting and Target Practice. Guns require training. Although handguns are the most common type of guns involved in accidental shootings, rifles, shotguns, and air guns (such as BB guns) are also extremely dangerous. Because every weapon is different and its operation, maintenance and safety procedures require practice, it is crucial that every gun owner receive proper training before attempting to use a gun. If you don't know what you are doing, leave the gun alone.
DECEMBER CHRISTMAS HOLIDAYS	Causes Of Accidents. The root cause of accidents is a combination of errors, materiel failures/malfunctions and environmental conditions that can be attributed to defects directly related to the standards designed to control the work process. The same defects that cause accidents can create other failures that can prevent the accomplishment of your mission.	Electrical Safety. It is easy to take electricity for granted. Electric wiring, fixtures, equipment and machinery can be hazardous. First, they can cause fires, and second, electricity can injure you. Practice electrical safety at work: Unplug machines and appliances before cleaning, inspecting or repairing. Keep access to electrical panel boxes clear. Report unsafe conditions: such as shocking or overheating machinery, exposed wiring or broken outlets.	Happy Holidays -Surviving the Season. The same decorations that help make the holidays special can also create serious fire hazards. Follow all safety and fire precautions, use only fire-resistant ornaments and place your tree away from heat sources. Recognize potential hazards in toys and games. If driving, do a safety check, make sure you can see clearly, plan for heavy traffic and hazardous road conditions, and be prepared for emergencies.